

EMPLOYMENT APPLICATION



SANDY CITY

Please use a typewriter or print clearly in ink. To insure full consideration, application must be completed, including required dates and all job related education and experience. Make sure all blanks are filled in, if question does not apply, please enter "NA" or "None". Assistance is available for the disabled if help is needed with the application/hiring process.

APPLICANT INFORMATION

1.	Name (last, first, MI)	Social Security #
2.	Other names previously used:	
3.	Current Address:	
	Street	City State Zip
4.	Telephone	
	Day	Evening
5.	Driver's License #:	State: Expiration:
6.	If you have a relative(s) working for Sandy City, indicate name(s), relationship(s) and department(s):	
7.	Are you prevented from lawfully becoming employed in this country? Yes ____ No ____	

JOB INTEREST

8.	Applying for (position title):		
9.	Type of employment acceptable: Full-time ____ Part-time ____ Temporary ____		
10.	Date available to start:	Minimum acceptable salary:	
11.	Have you ever been employed by Sandy City? Yes ____ No ____ If yes, From: To:		
	Department:	Position:	
	Supervisor:	Reason for Termination:	

REFERENCES

12.	List three personal references (not former supervisors or relatives)			
	Name	Title/Occupation	Complete Address	Telephone
	1.			
	2.			
	3.			
13.	Are you willing to have your present employer contacted regarding your qualifications? Yes ____ No ____			

EXPERIENCE

Beginning with your present or most recent job, describe in the boxes below, all periods of employment, such as paid (full or part-time), volunteer (full or part-time), self-employment, and/or military service. The information you give regarding your experience will be used to determine if you meet the minimum qualifications. Account for your time during any intervals of unemployment other than when attending school. Attach additional sheets if necessary, using the same format.

Employer:	From:	To:
Complete Address:	Telephone:	
Supervisor's name and title:	Salary \$	Per:
Your title:	Hours per week:	
Duties:		
Reason for leaving or seeking other employment:		

Employer:	From:	To:
Complete Address:	Telephone:	
Supervisor's name and title	Salary \$	Per:
Your title:	Hours per week:	
Duties:		
Reason for leaving or seeking other employment:		

Employer:	From:	To:
Complete Address:	Telephone:	
Supervisor's name and title:	Salary \$	Per:
Your title:	Hours per week:	
Duties:		
Reason for leaving or seeking other employment:		

Employer:	From:	To:
Complete Address:	Telephone:	
Supervisor's name and title:	Salary \$	Per:
Your title:	Hours per week:	
Duties:		
Reason for leaving or seeking other employment:		

TRAINING

You must complete all applicable items on this page or your application will be rejected. The information you give regarding your training and experience will be used to determine if you meet minimum qualifications.

14. Have you graduated from high school or received a high school equivalency diploma (GED)? Yes_____ No_____

15. If no, circle last grade completed: 1 2 3 4 5 6 7 8 9 10 11 12

16. CERTIFICATES: List job related professional or trade licenses, certificates or registrations:

Title: _____ State: _____ No.: _____

Title: _____ State: _____ No.: _____

EDUCATION

College, university, business, trade/technical school Name & location (city)	Official Major	Number credits earned	Dates of Attendance	Type of Degree	Date of Degree

QUALIFICATIONS

17. Explain how you meet the minimum EDUCATION, EXPERIENCE, KNOWLEDGE, SKILLS and ABILITY requirements listed in the position description. (You may attached additional pages if necessary).

20. I CERTIFY THAT ALL STATEMENTS MADE IN THIS APPLICATION ARE TRUE AND COMPLETE, AND THAT ANY MISSTATEMENT OF MATERIAL FACTS MAY SUBJECT ME TO DISQUALIFICATION OR DISMISSAL

Signature/Date: _____

PLEASE COMPLETE THE AUTHORIZATION AND RELEASE ON THE BACK SIDE OF THIS FORM

READ CAREFULLY BEFORE SIGNING BELOW

The following AUTHORIZATION AND RELEASE has been prepared to expedite background inquiries on employment applicants. You are not required to sign this form in order to have your application considered. However, failure to sign may impede the ability of the City to obtain information pertinent to your qualifications for employment.

AUTHORIZATION AND RELEASE

I, _____, hereby specifically authorize and direct any previous or current employers to release to the Personnel Director of Sandy City, or his/her designee, any and all information of whatever kind possessed by them, in either verbal or written form, as Sandy City may request regarding myself, including opinions as to job performance, character, competency, honesty, ability, work injuries and safety record, and any records related to me personally, which may have been kept either public or private.

I hereby release Sandy City and its officers, agents, and employees from any liability for the use of any and all of the foregoing information, in consideration for being reviewed for the aforesaid position. I further release any previous or current employers from liability or damage which may result from furnishing the information requested. I also request that a copy of this release be treated as conveying the same authority as the signed original.

Signature

Date

Please return all completed applications to:

**Sandy City Personnel
10000 Centennial Parkway
Sandy, UT 84070**

Phone: (801) 568-7151

Email: sandypo.hr@state.ut.us

FAX: (801) 568-6076

APPLICANT DATA RECORD

The information requested on this sheet is voluntary. This information will assist the City in applicant tracking, reporting, and other legal requirements. Failure to answer will not impact our consideration of your application. This information is used for statistical purposes only and will not be attached to your application.

1. Race ☐ American Indian
 ☐ Asian/Pacific Islander
 ☐ Black
 ☐ Hispanic
 ☐ White
2. Sex ☐ Male ☐ Female
3. Disabled ☐ Yes ☐ No
4. Veteran ☐ Yes ☐ No
5. Disabled. Vet ☐ Yes ☐ No
6. Over 40 ☐ Yes ☐ No

How did you find out about this position?

- ☐ Newspaper
☐ Job Service
☐ City Employee
☐ College Placement Center
☐ Professional Organization
☐ City Hotline
☐ City Announcement
☐ Sandy City Internet Home Page